

DISTRIBUTION REQUEST FOR OSD AND JOINT DOD COMPONENTS		1. FOR INTERNAL USE ONLY		
		a. SUBMISSION DATE	b. ACCEPTANCE DATE	c. INDEX DATE
INSTRUCTIONS				
Complete the appropriate section(s) below. Forward the completed form to the following address: Chief, Directives and Records Branch, Room 2A286, Washington Headquarters Services, 1166 Defense Pentagon, Washington DC 20301-1155				
SECTION I - POINT OF CONTACT INFORMATION				
2. TYPED OR PRINTED NAME (Last, First, Middle Initial)		3. POSITION TITLE		
4. TELEPHONE NUMBER (include area code)		6. SIGNATURE		
a. COMMERCIAL	b. DSN (if outside National Capital Region)			
SECTION II - CHANGE OF ORGANIZATION NAME AND/OR ADDRESS (Complete both items)				
5. NEW ORGANIZATION NAME/ADDRESS		7. FORMER ORGANIZATION NAME / ADDRESS		
a. ORGANIZATION NAME				
b. SUBCOMPONENT				
c. ATTENTION				
d. ROOM AND BUILDING				
e. STREET ADDRESS				
f. CITY, STATE AND ZIP CODE				
SECTION III - NEW REQUIREMENT FOR DOD ISSUANCES				
8. ORGANIZATION NAME/ADDRESS (Do not use personal names or abbreviations.)		9. REQUIREMENT (Enter number of copies for each series. For description of each series, see the Table of Sub/cd Numbers for DoD Issuances in Chapter 7 of DoD 5025.1-I.)		
a. ORGANIZATION NAME	a. 1000 SERIES		1. S000 SERIES	
b. SUBCOMPONENT	b. 2000 SERIES			
c. ATTENTION	c. 9000 SERIES			
d. ROOM AND BUILDING	d. 4000 SERIES			
e. STREET ADDRESS	e. 6000 SERIES (Excluding DoD 60261-0)			
f. CITY, STATE AND ZIP CODE	f. DOD 5025.1-I			
	g. 8000 SERIES			
	h. 7DDD SERIES			
SECTION IV - CHANGE IN NUMBER OF COPIES FOR DOD ISSUANCES				
10. ORGANIZATION NAME/ADDRESS (As if appears on the OsO Automatic distribution list in Chapter 7 of DoD 602.1-I)		11. REQUIREMENTS (No. of required copies for each series)		
a. ORGANIZATION NAME	a. 1000 SERIES			
b. SUBCOMPONENT	b. 2000 SERIES			
c. ATTENTION	c. S000 SERIES			
d. ROOM AND BUILDING	d. 4000 SERIES			
e. STREET ADDRESS	e. E000 SERIES (Excluding DoD 5025.1-I)			
f. CITY, STATE AND ZIP CODE	f. DOD 5025.1-I			
	g. S000 SERIES			
	h. 7000 SERIES			
	1. S000 SERIES			
SECTION V - DELETION FROM AUTOMATIC DISTRIBUTION LISTING (Complete both items 12 and 13, as they appear on the automatic distribution list in Chapter 7 of DoD 602.1-I)				
12. ORGANIZATION NAME/ADDRESS		13. EXISTING REQUIREMENTS (X applicable series)		
a. ORGANIZATION NAME	a. 10DD SERIES		1. S000 SERIES	
b. SUBCOMPONENT	b. 2000 SERIES			
c. ATTENTION	c. 3000 SERIES			
d. ROOM AND BUILDING	d. 4000 SERIES			
e. STREET ADDRESS	e. 6000 SERIES (Excluding DoD 6026.14)			
f. CITY, STATE AND ZIP CODE	f. DOD 6026.14			
	g. 8000 SERIES			
	h. 7000 SERIES			